



MEMORANDUM

DATE: August 19, 2005

TO: Bilingual Services Coordinators/Language Survey Coordinators

FROM: State Personnel Board – Bilingual Services Program

SUBJECT: BSP MEMORANDUM 05-08 – 05-06 Language Survey Forms and Training

The Bilingual Services Program (BSP) is pleased to announce the availability of new and updated forms for the 2005-06 language survey that are now fillable. Simply click on the link to the form and you can type in the information, save the form and/or print it out for distribution. These forms are located on the State Personnel Board (SPB) Web site at <http://jobs.spb.ca.gov/langsurvey/handouts.cfm>. As a reminder, the BSP is still in the process of implementing minor modifications to the automated data entry system for the 2005-06 Language Survey, so please do not enter any survey data at this time.

The BSP would also like to provide updated information regarding its training classes. Due to a schedule conflict with the SPB sponsored Metrics Conference being held on September 8th, the bilingual fluency exam training is being rescheduled to another date. We apologize for having to change the date, and will post the new date on the Web site as soon as a room is secured.

If you are ready to enter your survey data or have any questions regarding the forms or training, please contact your bilingual services analyst for assistance. Additionally, we would like to take this opportunity to introduce you to our newest staff member, Yessika Ramirez. You may reach Yessika by e-mail at yramirez@spb.ca.gov or by telephone at (916) 651-9017 or TTY (916) 651-8782.